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21A15-3-1-2
TLO meetings
DD/13

M I N U T E S

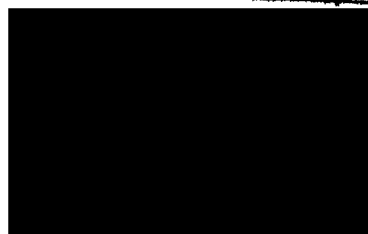
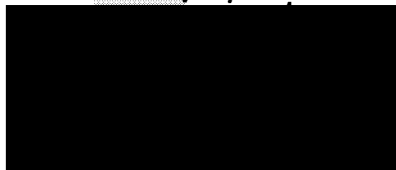
TRAINING OFFICERS MEETING

Thursday
15 July 1954

Document No. 825
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S (C)
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 6 Feb 78 By: Y22

Attendance:

Mr. Baird, D/TR



1. The minutes of the meeting of ¹8 July were approved.

2. Admin Support Course

██████████ stated that it is planned to begin the expanded Admin Support Course on 7 September 1954, devoting two weeks to tradecraft. The item as shown on the agenda was incorrect. The course is to be extended to four, not six, weeks. ██████████ agreed to provide a detailed description of the expanded tradecraft segment of this program at the Training Officer Meeting of 22 July.

3. Status of DD/P Admin re Training

██████████ stated that the question raised previously concerning the status of DD/P Admin as the point of liaison between the Office of Training and the Clandestine Services has been resolved, and there is to be no change in the present arrangement of OTR liaison contact with DD/P through the Clandestine Services Training Committee. Mr. Baird commented on the proposed establishment of a logistics planning committee which the Office of Training will support in order to get essential information on training requirements while projects are in the planning stage.

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4. Training

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██████████ indicated that the FE memorandum concerning ██████████ training had been initiated in response to the AMD staff study. Mr. Baird requested that he be informed concerning the current ██████████ training program in progress for SR. ██████████ agreed to provide this information. Mr. Baird also requested ██████████ to locate and re-submit the staff study referred to above.

5. CE & CPO Prerequisites

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██████████ queried OTR concerning prerequisites for the basic CE and CPO courses. Specific information was requested concerning prerequisites for the assistant intelligence officer, or GS-7 administrative assistant, having primary responsibility for maintenance and use of CE files. It was ██████████ proposal that such candidates for CE training be admitted to the basic CE course, having attained the minimum prerequisite of attendance at the Admin Support Course. ██████████ requested that a decision be withheld on this query until ██████████ has had opportunity to comment. This was agreed. It was also agreed that the basic CE course should be expanded from two to three weeks, following the next running.

6. Training Conducted by Staffs and Divisions

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██████████ presented the Director of Training with replies from each of the area divisions concerning the training conducted under their auspices.

7. One-Day Capsule Courses

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██████████ presented the views of the division TLO's and the CS Training Committee in proposing that the initial capsule course be conducted on Monday, 2 August, and that the subject for this date be CFA. OTR was also requested to conduct subsequent capsule courses at headquarters rather than ██████████, in order to permit training officers and others opportunity to attend on the basis that they have already visited ██████████. This proposal was disapproved. It was also proposed that the division and branch chiefs be permitted to attend the capsule courses. This proposal was approved, with the understanding that attendance of the short course is in no sense to be construed as constructive credit for training.

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8. Confirmation of Enrollment by Registrar

25X1A [redacted] submitted a copy of the minutes of the division TLO meeting of 9 July 1954, and indicated that while FE is willing to dispense with confirmation of enrollment of FE students, the other divisions have objected to OTR discontinuing this service. The subject was left for further study by the TLO's of the Clandestine Services, with the possibility of discontinuing confirmation to FE or of otherwise modifying the system in the direction of economy and usefulness to all divisions.

9. Air Operations Film

Mr. Sommers, representing the CS, requested OTR to provide a date for the next showing of the air operations film. Several comments were made indicating an interest on the part of division and senior training officers in having the film shown to the greatest possible number of operational personnel. It was suggested that the film be viewed by those operational personnel who had previously taken Phase II, Phase III, and the Air Operations Course, who would not have further opportunity to see it while enrolled in training. [redacted] was directed to determine a date or series of dates when the film can be shown and report this information to [redacted]

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10. Wartime Role of OTR

25X1A [redacted] made reference to the correspondence between OTR and DD/P pertaining to the wartime role of the Office of Training, and stated that upon investigation he had learned that [redacted] had prepared the DD/P portion of the reply received by OTR several months ago. It is now planned to determine who has prime responsibility for providing a more definitive answer to OTR's request for information concerning the number of individuals to be trained and the type of training required. An effort will be made to produce the required information.

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11. Nomination of Division Training Officers

25X1A [redacted] stated that [redacted] has been nominated as the successor to [redacted] as Training Officer, FE; and that [redacted] has been nominated the successor to [redacted] NEA Division. He indicated that these nominations would be discussed with appropriate OTR representatives before the CS Training Committee gives its indorsement.

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12. E & E Demonstration

Mr. Baird queried [REDACTED] as to the status of the plan for E & E demonstration scheduled for 19 July [REDACTED] reported that the plans are on the track; however, TSS is still awaiting final security clearance on the [REDACTED] personnel involved in this project.

13. Technical Devices Course

[REDACTED] reported that OTR will conduct the Technical Devices Course sometime during the period 2-14 August, and that a firm date would be established in the immediate future. When this has been determined, appropriate members of the CS Training Committee will be advised.

14. Operational Files

[REDACTED] stated that the FI Staff have recently been engaged in a survey of operational files within each division. During the course of this survey it became evident that there is a need for further training in how to maintain and use operational files. It was suggested by [REDACTED] that the Office of Training give consideration to the inclusion of this subject in either Phase II or Phase III. The question was also raised as to how best to provide for an RI tour for students enrolled in the basic courses. It is impractical to attempt this for students taking courses [REDACTED]. The Director of Training suggested that it might be possible to include the RI tour for those students in Phase I who were scheduled to take Phase II or Phase III. The Chief, Basic Training Division, agreed that this plan would be feasible.

15. Anti-Communist Operations Course

[REDACTED] announced the Anti-Communist Operations Course as a three-week program and stated that OTR will be ready to run course number one beginning 16 August 1954, with [REDACTED] as chief instructor. The committee was asked whether this date allows sufficient time for the training officers to select students for this course. [REDACTED] was asked what prerequisites have been established and he stated that students enrolled in this program should have taken [REDACTED] course or have obtained equivalent information by other means.

16. Personnel Assignments in OTR

Mr. Baird stated that agreement has been reached by DD/A, the Assistant Director (Personnel), Security Office, and the Director of Training, that OTR could annually receive up to 15 individuals in grades up to and including GS-15, so long as the established personnel ceiling of OTR

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is not exceeded. These individuals may be utilized by OTR without reference to the established position grades, for periods up to and including two years. Upon completion of an assignment of this type the individual would be assured of his return to his parent unit. Promotion of such individuals would necessarily come from the parent unit of the individual, with the understanding that the parent unit would be willing to take the individual back in his higher grade. Details of this agreement remain to be worked out by the Assistant Director (Personnel) in coordination with this Office.

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